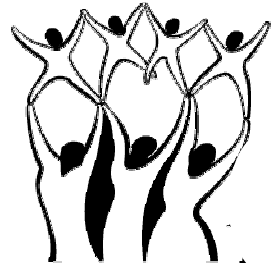# Indiana Student Achievement Institute

2009 SCHOOL IMPROVEMENT INSTITUTE

Indiana Student Achievement Institute
931 25th Street, Columbus, IN 47201
Phone: 812-669-0006 / Fax: 812-378-4457 / Email: asai@asainstitute.org

APPLICATION

Due May 1, 2009 • This application may be downloaded in MS Word format at www.asainstitute.org.

PART ONE: Contact Information

School Name:	
Contact Name:	
Contact Email:	
Contact Phone:	
School Address:	
School Phone:	School Fax:
Authorizing Administrator:	

PART TWO: Steering Team Members (see guidelines on page two)

Team Member: SCHOOL PRINCIPAL	Name: Position: Email:
Team Member: TEACHER (preferably a math teacher)	Name: Grade and subject taught: Email:
Team Member: TEACHER	Name: Grade and subject taught: Email:
Team Member: SCHOOL COUNSELOR	Name: Primary responsibility(ies): Email:
Team Member: BUSINESS, INDUSTRY, OR LABOR REPRESENTATIVE (Note: May not be employed by the school district)	Name: Position: Company: Email:
Team Member: PARENT (Note: May not be employed by the school district)	Name: Child's current grade level in school: Position (if working): Company (if working): Email:

Steering Team Makeup – Guidelines:

Schools should think carefully about the people selected to serve on their InSAI Steering Team. The role of the Steering Team is to facilitate the school improvement process. Each member of the Steering Team members will have specific responsibilities as outlined below. Responsibilities will be assigned at the first training session.
1. *Faculty Point Person* – facilitates faculty discussions
2. *Community Point Person* – facilitates community discussions
3. *Student Body Point Person* – facilitates student body discussions
4. *Achievement Data Point Person* – collects achievement data, enters online, prints reports
5. *Force Field Data Point Person* – collects force field data, enters online, prints reports
6. *Strategy Chair Point Person* – monitors the implementation of strategies and mentors building-level strategy chairs

In addition, it is helpful when at least one of the Steering Team members has each of the following leadership qualities:
1. *Credibility* - others watch them to see if he or she is "buying in" to new ideas
2. *Natural Leadership* – is able to get others to implement change even though they have no authority
3. *Technical Competence* - shows expertise in education skills and knowledge (high expectations for all students, alignment of curriculum with rigorous standards, student engagement, frequent classroom assessment to information instruction, and providing extra help for students who struggle).
4. *Authority* - has the authority to "drop the hammer" if needed to influence change
5. *Ability to Allocate Resources* - can allocate financial and other resources including <u>time</u>

PART THREE: School Information

Free / Reduced Students

_____   Percent of students <u>in the school</u> who receive free/reduced lunch

_____   Percent of students <u>in the school district</u> who receive free/reduced lunch

Is your school eligible for Title I Schoolwide?

_____   Yes   _____   No

Please check the years below that the school did <u>not</u> meet AYP.

_____ 2008   _____ 2007   _____ 2006   _____ 2005   _____ 2004   _____ 2003   _____ 2002

How many schools are in your school district? _____

Please list the schools from your school district that are currently participating in InSAI below:

_____   _____

_____   _____

_____   _____

PART FOUR: School Improvement Planning Involvement: Please check the initiatives in which your school currently participates.

_____	Baldridge National Quality Award for Education	_____	North Central Association
_____	Indiana Title I Continuous Improvement (SWP/TAS)	_____	Koalaty Kid – American Society for Quality
_____	Indiana Essential Schools	_____	Effective Schools
_____	C.L.A.S.S. (Connected Learning Assures Student Success)	_____	Quality Learning - Langford International
_____	Journey to Learning, Planning, and Performance	_____	Standard Bearer District Wide (Schlechty)
_____	High Schools That Work (SREB)	_____	National Study of School Evaluation
_____	School Portfolio / Education for the Future - Bernhardt	_____	TOPHAT

PART FIVE: Rationale for Participation in InSAI: Please attach a brief statement (not to exceed 500 words) explaining why you believe InSAI is "right" for your school.

PART SIX: Assurance Statement: Attach the Assurance Statement signed by the Contact Person, principal, and superintendent.

Indiana Student Achievement Institute
ASSURANCES

A. The school agrees to:
   1. Create a school improvement Steering Team consisting of the principal, school counselor, two teachers (one of the teachers is required to be a math teacher in the middle in high schools), business representative, and a parents. Teacher appointments to the Steering Team should be made in accordance with IC 20-7.5-1. The parent and business representative may **not** be employed by the school system.
   2. During the first year of the institute:
      a. Send the local Steering Team to six days of InSAI training.
      b. Send representatives to the Indiana Conference on Learning on January 28, 2010 to research potential strategies.
      c. Send the principal, one member of the Steering Team, and up to six building-level strategy chairs to one day of training. These teachers will chair the school's major strategies.
      d. Send a representative to the InSAI Technology Training (1/2 day) in Indianapolis.
   3. During the second year of the institute:
      a. Send the local Steering Team to three days of InSAI training
      b. Send the principal, one member of the Steering Team, and up to six building-level strategy chairs to one day of training
      c. Send new Steering Team members to the half-day "New Steering Team Member Training"
   4 If possible, schedule a faculty work day between each of the InSAI training sessions.
   5. Involve the student body, faculty members, and community council in the following planning activities during the first year of the institute:
      a. Full Faculty: Five meetings averaging 2 hours in length; one faculty survey.
      b. Community Council: Five meetings averaging 2 hours in length; one parent survey; one community survey
      c. Student Body: Five monthly "whole-school breakout sessions" averaging 30 minutes in length; one student survey
   6. Support the InSAI Steering Team as they facilitate the following steps of the *Vision-to-Action* change process with the entire faculty, student body, and community advisory council:
      a. Vision Statement   c. Current Data   e. Force Field Analysis   g. Strategy Plans
      b. Vision Data   d. Data Target   f. Strategy Selection   h. Implementation
   7. Develop or revise the school's School Improvement Plan to reflect the vision, achievement data targets, and strategies developed through the school's involvement with the Indiana Student Achievement Institute.

B. The school's Steering Team agrees to:
   1. Attend six days of InSAI training during the 2009-2010 school year.
   2. Complete follow-up tasks between the InSAI training sessions held in the 2008-2009 school years.
   3. Implement the local plans (strategy, professional development, anti-resistance, and evaluation) during the 2010-2011 and 2011-2012 school years.
   4. Attend four one-day training sessions during the 2010-2011 and 2011-2012 school years (pending availability of funds).
   5. Submit the following reports:
      2009-2010 School Year (Planning Phase)
      a. "Homework" assignments due at each InSAI session
      b. InSAI "School Improvement Plan"
      2010-2011 School Year (Implementation Year)
      a. Two strategy progress reports
      b. Updated Student Achievement Data and Strategy Data
      c. Revised School Improvement Plan as appropriate

C. The school understands that InSAI will not certify their school improvement plans for the Indiana Department of Education for the purpose of PL221, Title I Schoolwide, or No Child Left Behind unless the school has submitted homework assignments that meet the standards set forth by InSAI.

D. The school district will allow the American Student Achievement Institute to use the school's achievement, force field data, and strategy data collected during the institute for the purpose of evaluating the success of the Indiana Student Achievement Institute. This includes data for the various subgroups of students as identified in the federal No Child Left Behind Act of 2001. Note: FERPA regulations, (34 CFR 99.31(a)(6)), permit schools to disclose personally identifiable information from an education record of a student without the consent required by Reg. 99.30 of FERPA if the disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to improve instruction, provided that the study is conducted in a manner that does not permit personal identification of parents and students by individuals other than representatives of the organization and the information is destroyed when no longer needed for the purposes for which the study was conducted. ASAI does not share school data with individuals other than its staff without written permission from the district superintendent. All data will be destroyed when no longer needed to evaluate the success of the institute. For more information about FERPA, go to: http://www.ed.gov/offices/OM/fpco/ferpa/

_____   _____
School Name   Date

_____
Principal